

**UNITED STATES COURT OF APPEALS
FIFTH JUDICIAL CIRCUIT**

**REQUEST FOR PROPOSAL
AND STATEMENT OF WORK**

SITEFINITY CONTENT MANAGEMENT SYSTEM IMPLEMENTATION

1 INTRODUCTION

In order to improve the maintainability and expand the content options of its intranet sites, the United States Court of Appeals for the 5th Circuit has chosen to implement the Sitefinity Content Management System.

The Court is seeking proposals to provide the professional services as described in this Statement of Work, including the design and implementation of the three sites mentioned, as well as the training of Court personnel in the use of the Sitefinity system.

1.1 PURPOSE

The goal of the Court is to implement the Sitefinity Content Management System so that Court personnel who need not be members of the IT staff are able to add and update the content of the Court's intranet sites and provide administrative services for general, site-wide settings.

1.2 SCOPE

The vendor will convert three sites to the Sitefinity Content Management System. For each site, the vendor will design the page layout and style components, including menu placement, fonts, colors, and the placement of graphics/images for the site. This will require coordination with points of contact within the Court for input and approval of the designs. The vendor will work under the general guidance of the Clerk's IT department for issues of installation, custom coding, and any other technical issues regarding implementation of the Sitefinity system. The vendor will be required to provide training to Court personnel on the use of the Sitefinity system; this will include the process(s) for uploading and linking documents, editing textual content with the tools provided by Sitefinity, administering security/access to the Sitefinity back end, and

administering the general settings of each site. Currently, the Clerk's Office site contains 41 individual pages; the Staff Attorneys' site contains 14 individual pages; the Circuit Executive's site contains 16 individual pages. It is not expected that the conversion of these sites will produce an equal number of pages, only that the content rendered by these pages will be incorporated in the Sitefinity system; these numbers are provided for general guidance only. The vendor will not be required to create custom controls or programming code; this will be provided by the Clerk's Office IT department

1.3 TYPE OF AWARD

The Court intends to award a firm, fixed-price order as a result of the Request for Proposal. This is a lowest price, technically acceptable procurement.

2 REQUIREMENTS

The conversion of existing intranet sites to the Sitefinity Content Management System will include three sites; these are the Clerk's Office, coa.circ5.dcn, the Staff Attorneys', sao.circ5.dcn, and the Circuit Executive's, www.circ5.dcn. Also, resources currently accessed by Fifth Circuit personnel via network shares will be incorporated in the Sitefinity Content Management System so that they will be accessible through one or more of the converted sites as applicable.

- When converted to the Sitefinity Content Management System, each site will require an authentication mechanism which utilizes either the Court's active directory system or Lotus Notes user accounts.
- The conversion of each site will include the design of the layout and styling used throughout the site. This will require coordination with assigned points of contact for each site such that the designs are approved prior to implementation.
- Assigned Court personnel will be trained in the use of the Sitefinity system in order to maintain and update the sites; this does not include training in the use of markup language or programming.
- The conversion of each site will include all of the manageable content; any custom controls or coding will be provided by the Clerk's IT staff.

2.1 DELIVERABLES

- The design of each of the sites to be converted, including all stylesheets, master pages, and graphics to be used in the sites. The sites to be converted include:
 - The Staff Attorneys' site, sao.circ5.dcn.
 - The Circuit Executive's site, www.circ5.dcn.
 - The Clerk's Office site, coa.circ5.dcn.
- The implemented design of each site in the Court's Sitefinity Content Management System.
- Training of up to six Court personnel in the use of the Sitefinity system, including the use of editing tools to add and update content, and the use of Sitefinity administrative tools for administering security and general, site wide settings.

2.2 QUALIFICATIONS

The winning vendor will have at a minimum:

- 2 or more years of experience designing and implementing web sites utilizing an enterprise Content Management System.
- 2 or more years of experience installing and configuring web sites in IIS7.
- 1 or more years of experience developing web sites using asp.net and C#.

Each of the above qualifications must be documented with the following:

- Name and description of specific projects.
- Detailed description of the work performed including programming languages and platforms utilized.
- Name and address of customer(s) for whom work was performed.
- Narrative description of the projects and how they relate to the requirements of this RFP.

It is preferred that the winning vendor also have specific experience implementing web sites in the Sitefinity Content Management System.

3 SCHEDULE FOR PERFORMANCE AND DELIVERY/MILESTONE SCHEDULES

The deliverables detailed in this Statement of Work must be completed and accepted by the Court within 120 calendar days from date of the award of the contract. The site designs and implementations will be delivered prior to the training of Court personnel in the Sitefinity system. The vendor will provide the Court with a status report on the progress of deliverables on a weekly basis.

4 REVIEW PERIOD FOR DELIVERABLES

The Court will have 10 business days to review each deliverable. The Court will either accept delivery at or before the expiration of that time or respond to the vendor with a detailed notice of the item(s) deemed to be incomplete at or before the expiration of that time.

5 LOCATION(S) FOR PERFORMANCE

The location for training of Court personnel and implementation of the site designs will be:

600 S. Maestri Place
New Orleans, La 70130

The vendor may perform the design work for the sites at the vendor's location of choice.

5.1 GOVERNMENT FURNISHED PROPERTY

The Court will provide the vendor with temporary office space enough for one person that will include access to the Court's network as it pertains to the sites to be designed and implemented and access to the internet. The Court will also provide a training room with enough computers and network access for the vendor to complete training of the Court's personnel.

6 PROPOSAL REQUIREMENTS

Proposals are due by 12:00 p.m. (CDT), Friday, September 25, 2015.

Proposals are to be emailed to heather_borne@ca5.uscourts.gov in PDF format.

Proposals are to include the resumes of vendor personnel who will be working on this project.

7 BACKGROUND CHECKS

The U.S. Court of Appeals will perform a background check on all vendor employees. The winning vendor must submit the name, address, DOB, SSN, driver's license number, race, and gender for all employees that will work on this project. **Do not submit this information with the response to this RFP.**

8 RFP QUESTIONS

All questions regarding this RFP shall be emailed to heather_borne@ca5.uscourts.gov no later than 4:00 p.m. (CDT), Friday, September 18, 2015. Questions by telephone will not be accepted.

Answers to questions regarding this RFP will be incorporated as an amendment to the RFP and will be provided to all vendors.

The Court will also allow on-site review of the existed sites by appointment prior to the submission deadline.